

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 1 July 2014 at 7.00pm in the Memorial Hall, Lower Halstow.

Action

Present: Cllr Mick Drury (Chair); Cllr Steve Gates (Vice Chair); Cllr Chris Mayes; Cllr Steve Parker; Cllr Nigel Randell; Cllr Robert Smith; Cllr Barry Tucker and Parish Clerk Mrs C Fordham.

Borough Councillor Lee Burgess, Borough Councillor Ben Stokes and Sylvia Bennett and 3 members of the public.

1. **Apologies**; None
2. **Public Question Time**

It was reported that someone had been knocked off a bicycle in School Lane that Afternoon.

The PCC would send a list of dates to the Council when the Church would like to use the Car parking area on the Brickfields. Thanks were expressed to Cllr Mayes for the sign at the eastern end of Church Path.

A resident expressed concern about the overgrown verges through the centre of the village. Although these had now been cut, they seemed to have been left a very long time after the bulbs had finished blooming.

Chalkwell buses were struggling to turn at The Green, and were instead reversing into Burntwick Drive. This appeared to be a very dangerous manoeuvre; the situation was exacerbated by cars parked near the bus stop. The Clerk was asked to contact Chalkwell to discuss the issue.

Clerk

3. **Declarations of Interest**

a) Cllr Drury declared a pecuniary interest in Item 13K)

As The Chair would leave the meeting when item 15k was discussed it was agreed that items 14 and 15 would be taken before item 13k.

4. **Minutes of the June Meeting**

It was proposed by Cllr Mayes, seconded by Cllr Randell that the minutes of the June meeting of Lower Halstow Parish Council be accepted as a true record; all Councillors were in favour and the minutes were duly signed. It was proposed by Cllr Mayes, seconded by Cllr Randell that the Confidential minutes of the June Meeting be accepted as a true record there were 4 Councillors in favour, with one abstention and the minutes were duly signed by the Vice Chair, Cllr Gates.

5. **Matters Arising**

Cllr Stokes agreed to make a contribution of up to £200 to the cost of an additional dog bin for the Brickfields area at the Heron Close entrance.

Clerk

The Chair reported that the School were willing to donate the mobile classroom but the Council would have to pay for it to be transported and re-sited. The Clerk was asked to obtain a quote for Phillip Bartholomews; the School would also provide a quote.

Clerk

6. **Visitors**

a) **Report from Borough Councillor**

Cllr Stokes asked whether the new litter bin for the play area had arrived; it was still awaited.

b) **Report from County Councillor**

Cllr Burgess enquired about what was happening with the litter bins, as he had agreed to provide one for the Recreation Ground.

Cllr Burgess had visited the village gateway at the eastern end of the village with KCC Highways to discuss the problems. Although KCC agreed that the sign was not sited quite as it should have been Cllr Burgess would have to pay for any alterations. He advised that the Parish Council would have to decide whether they wished to have a

new village gateway in Breach Lane, or have alterations made to the site opposite Vicarage Lane, On a majority of 6 votes to 1 the Council agreed that they would prefer a new gateway in Breach Lane.

7. Decisions Actions, proposals

a) Memorial Wood Plans

The working party had met and an action plan drawn up:

- 12 July – Brick Collection
- 31 July – Ground Marked out
- 31 July – Next meeting 7.00pm in the Church
- Mid August – Quote for plaque and plinth works obtained
- 15 September – Details of lettering/plaque submitted to group
- 30 September – Plinth in place
- 11 November – Official unveiling of plaque, with service, planting of poppies and trees (if arrival of saplings appropriate)

Cllr Stokes agreed to report the Council's plans to the Borough Council; he would also enquire whether SBC had any poppy seeds available. Cllr Burgess agreed to consider whether he would make a contribution to the cost of the memorial plaque. The Clerk would enquire whether poppy seeds could be purchased in bulk through KNT if SBC did not have any available. It was agreed that it would be proposed that the WWI commemorative events could be included in the Swale Rural Forum Agenda.

Clerk

Clerk

The Clerk was asked to inform the owners of the stable that had blown onto the bean field that if it was not removed it would be disposed of.

Clerk

b) Traffic Mirror on Village Green

Councillors had visited the site to consider the implications of siting a mirror on the Green. After discussion 2 Councillors were in favour of allowing the mirror to be sited on the Green, but 5 Councillors felt that it would spoil the aesthetics of the area, and it was therefore agreed to refuse the request.

Clerk

c) Double yellow lines opposite the School.

Cllr Tucker advised that the School were concerned about the increase in traffic parking at the school and would be in favour of yellow lines. After discussion it was proposed by Cllr Tucker, seconded by Cllr Randell that the Council request that double yellow lines be painted on the corners of Cumberland Drive.

Clerk

8 Affordable Housing proposal

Nothing had been heard from Ms O'Sullivan and the Clerk was asked to contact her for an update.

Clerk

9. Correspondence

- a) Streetlights email of 5.6.14 – quote of £360 to replace pole bracket. On discussion 6 Councillors voted against replacing the light, with one in favour. It was therefore agreed that the light would not be replaced.
- b) SBC email of 9.6.14 – Lights out commemorative event. To be included in the Newsletter.
- c) Westmoreland Trust of 9.6.14 – Update on Brickmaking events
- d) Resident of 14.6.14 – request to have horse chestnut tree on Gibbs Amenity Area cut back. On discussion it was proposed by Cllr Tucker, seconded by Cllr Mayes that this request be refused; all were in favour. It was felt that the tree would suffer if cut back, and had been there longer than the properties. The residents were entitled to cut back any branches that overhung their boundary.
- e) KALC email of 16.6.14 – New Governance and Accountability Handbook.
- f) Arc Kent email of 17.6.14 – Report on Activities and Prospectus for 14/15.

Clerk

- Clerk*
- g) KALC email of 18.6.14 – Rural Housing Policy Review Questionnaire. Clerk to respond.
 - h) Swale Area Committee email of 19.6.14 – Article on relations with Press and media.
 - i) Swale Area Committee email of 19.6.14 – draft minutes
 - j) SBC email of 20.6.14 – JTB minutes
 - k) KALC email of 23.6.14 – Kent Health and Well being plan update. *Clerk*
 - l) Friends of Lower Halstow Park email of 25.6.14 – Minutes of last meeting Items 8 and 10 to note. The Council wanted more information about possible future provision planned for the Recreation Ground. *Clerk*
 - m) Swale Area Committee email of 25.6.14 – NALC CEO interview.
 - n) KALC email of 26.6.14 – birthday honours nominations.
 - o) SBC email of 26.6.14 – Swale Rural Forum agenda items request. WWI Commemorative events. The Chair encouraged other Councillors to attend.
 - p) KALC email of 26.6.14 – Police and Crime Commissioner event 9.7.14
 - q) KALC email of 27.6.14 – restrictions on advice services from KALC
 - r) KALC email of 27.6.14 – speed limits attached to Safe and Sensible Street Lighting. *Clerk*
 - s) GH Deane email of 27.6.14 – Open Farm Sunday 6 July .
 - t) Mrs J Clarke email of 1.7.14 – complaint about the verge cutting. The Clerk was asked to contact KCC about the verge cutting programme. *Clerk*
 - u) Three Tuns of 30.6.14- request to use car parking area on the Brickfields on August Bank Holiday Weekend. Request approved.
10. **Planning**
- a) KALC email of 3.6.14 – Government Consultation on Underground Drilling.
 - b) SBC Planning of 4.6.14 and 5.6.14, 11.6.14, 12.6, 25.6, 27.6, 30.6– Planning On line Update
 - c) SBC: 14/500975/ - EIA Screening Opinion for Residential development (about 55 dwellings) and outward bound centre with associated access and parking and change of use of land from B2 to nature reserve at Funton Brickworks. The Chair advised that the applicant had been advised that an environmental impact assessment was not needed for the Site. Most of the site was not within a flood zone.
 - d) Summaries dated 13.6, 27.6.
11. **Clerk’s Report**
- a) The Clerk attended the KALC Conference on Thursday 12 June. These follow up actions were required as a result:
 - i) Update the Asset register to reflect original and insurance values *Clerk*
 - ii) Update the Website re DPIs *Clerk*
 - iii) An arborculturalist report is required at least 5 yearly on all trees owned by the Council to fulfil insurance requirements. The Chair would pass on details of a suitable contact. *Chair/Clerk*
 - iv) Age limit signs on play equipment. Clerk to check with Friends of the Park for details. *Clerk*
 - v) Maintain a list of Council volunteers *Clerk*
 - vi) An employee’s handbook to be obtained/developed. *Clerk*

- vii) Membership of the the Society of Local Council Clerks was recommended as another source of advice. The cost would be £129 per year, but Newington Parish Council were prepared to share this cost. It was agreed that the Clerk should join on a year’s trial to assess the value of the membership. *Clerk*
 - b) One allotment at Westfield had been let, on the proviso that the weeds are cut down. An allotment at the memorial hall had also been let. It had been agreed that we would ask Mr Knott to cut down overgrown allotments, however it was not certain that the Council strimmer was strong enough and that a brush cutter might be needed. It was therefore agreed that Treecraft be asked to quote for the task. It was also agreed that all allotment holders whose plots were overgrown would be asked to make sure they were cleared by September *Clerk*
 - c) Mr Knott reported that the branches were overhanging the pavement adjacent to the village notice board. Cllr Randell would investigate *Clerk*
 - d) Cllr Randell had provided a mobile phone for use for the CCTV warning sign; the Clerk would purchase a new pay as you go sim.. *Clerk*
 - e) Mr Knott reported that replacement bolts were needed for the teen shelter as bolts were missing all down one side. Cllr Mayes and the Clerk would investigate. *Clerk/Cllr Mayes*
12. **Finance**
- a) **Cheques**

Payee	Description	Amount £	Cheque No.
Ransley Projects Ltd	Repairs to pipe at Westfield	62.00	100092
	Allotments	12.40	
	VAT	Total 74.40	
Streetlights	New pole bracket and lantern	437.50	100093
	Repairs Curlew	76.40	
	VAT	102.78	
	Total 616.68		
Mr J Knott	Clearing graves	30.00	100094
	Inspecting play equipment June	25.00	
	Total 55.00		
KALC	Clerk’s Conference	30.00	100095
	VAT	6.00	
	Total 36.00		
Mrs CD Fordham	Salary April to June 2014	948.88	100096
	105 Hrs at £11.296 per hour net	45.00	
	Expenses Apr to June	Total 993.88	
HMRC	PAYE	Total 237.20	100097

KCC	Legal services for Westmoreland Licence VAT	620.50 124.10 Total 744.60	100098
Raydor Signs	Sign for Brickfield Gate P&P VAT	58.00 9.50 13.50 Total 81.00	100099
Kent Air Ambulance	Donation	Total 50.00	100100
Lower Halstow Memorial Hall Trust	Hire of Hall	Total 32.00	100101

Under the Local Government Act 1972 (Sch 2) the signing of the cheques was proposed by The Chair seconded by Cllr Tucker; all councillors were in favour and the cheques were duly signed

b) New Governance and Accountability Handbook

The Clerk gave a short summary of the new guidelines; most of the changes had already been advised to the Council. There were detailed guidelines on maintaining accounting systems and making audit returns and the Council were already meeting these requirements.

13. Reports from Members

a) Footpaths, Highways and Lighting

b) Burial Ground

Cllr Mayes agreed to look at the bank on the north side of the ground to see if anything could be done to stop it encroaching onto the adjacent graves.

c) Allotments

d) KALC

e) School Governor

Cllr Tucker reported that plans for the School Extension were progressing.

f) Play Area

i) CCTV – Contact details see item 11d)

ii) Age Limit Sign The Clerk would contact the Friends of the park for details on the age limits for the equipment.

g) Standing Orders

The Clerk had reviewed the existing Standing Orders in the light of the new Model Standing Orders, and suggested that a working party be set up to discuss and recommend changes to the Full Council. The Working Party would consist of the Clerk, Cllrs Gates, Drury, Randell and Smith; the Clerk would arrange a suitable date.

h) Mobile Classroom

See item 5

i) Village Broadband

The village was still in the last area to be tackled in Kent and the timescale for this had now moved out to March 2015.

Cllr Mayes

Clerk

Clerk

j) **Newsletter/Website**

Items on the flagpole (with a survey monkey link) , the Memorial Wood and the Lights Out campaign would be included. Cllr Randell had spoken to local organisations about including information on a village diary, which he would maintain on the website.

*Clerk
Cllr Randell*

k) **Brickfields** (*The Chair remained in the room whilst the Clerk gave an update on these items – three was no discussion*)

i) **Edith May Licence** This had been sent to Mr Gransden and a reply was awaited.

ii) **Car Park** The Clerk would submit a planning application once the planning system was working properly.

iii) **Westmoreland – Licence** The Clerk had spoken to the legal adviser and the draft would be sent to the Westmoreland Trust,

Clerk

Clerk

14. **Any Other Business**

There had been a lot of litter and arisings left by the bins in the Burial Ground. Mr Knott had been asked to clear these. Cllr Randell would ensure that the bins were put out for collection.

Cllr Randell

The dog litter bin at the Gibbs Amenity Area needed re-fixing at the bottom. The Clerk would contact SBC.

Clerk

15. **Date of next meeting**

The next meeting of Lower Halstow Parish Council will be held on Tuesday 2 September at 7.00pm in the Memorial Hall, Lower Halstow.

The meeting closed at 9.20pm.

Date:

Signed:

Cllr M Drury
Chair